

# *Ohio HOSA State Advisor*

## **Minimum/Preferred Qualifications**

Bachelor's Degree and/or current teaching license  
At least 5 years of teaching experience  
Experience in managing student activities especially CTSO's.  
Experience in conference planning and coordination

## **Personal Characteristics**

Effective organization, written and oral communications, interpersonal relations, and leadership skills.

## **Job Description**

The Ohio HOSA State Advisor will:

Promote membership growth in secondary and post-secondary chapters.  
Explore membership growth in middle schools.  
Explore sponsorship and scholarship support for Ohio HOSA students, chapters, and conferences.  
Create an annual Program of Work  
Enter into agreements on behalf of Ohio HOSA  
Serve as a liaison for local chapter advisors; answer questions; provide direction  
Maintain working relationship with National HOSA  
Develop annual budget and present to Ohio HOSA Board for approval  
Coordinate maintenance of financial receipts and records with the Ohio HOSA Treasurer  
Maintain and monitor Ohio HOSA website and other social networks  
Receive training on National HOSA Online Conference Management System, Online Testing System, State Advisor Portal, Local Advisor Portal, and National Tabulations  
Provide leadership training for the state officer team.  
Provide support to the state officer team including but not limited to sizing and purchase of uniforms, purchase of polo or other HOSA casual attire, business cards.

## **Washington Leadership Academy**

Communicate information to state officer team, state officer parents and chapter advisor(s)  
Provide National HOSA with all necessary documents.  
Register state officer team and assign and book hotel rooms  
Coordinate transportation for state officers.  
Coordinate payment with Ohio HOSA Treasurer to National HOSA, and also any reimbursements for travel to the local chapters.  
Provide and/or designate adult supervision for the state officer team at the WLA.

## **SAM Conference**

Attend the SAM Conference or arrange with National HOSA to receive all materials.  
Communicate competitive event updates and STEM Premier updates to Competitive Events Committee and local chapter advisors.

### **Fall Leadership Conference**

Create the Conference using National HOSA site monitoring registration and payments coordinated with the Ohio HOSA Treasurer.

Plan and coordinate the conference including but not limited to securing a venue, training and supervising the State Officer team, production and distribution of conference t-shirts and other conference materials.

Providing local chapter advisors in advance with information on the state pin design and state theme.

Run voting delegate assembly for votes on state pin design and state theme.

### **Regional Competitive Event Conferences**

Create the Regional Conference using National HOSA website, and monitor the registration including invoices and collection of payments coordinated with the Ohio HOSA Treasurer

Facilitate and support the Competitive Event Committee in running the Regional.

Provide tests, skill event materials, keys, ribbons, and other requested supplies.

Attend the Conference or designate an attendee to monitor the conference and collect competitive event results.

### **State Leadership Conference**

Create the State Conference using National HOSA website, and monitor the registration including invoices and collection of payments coordinated with the Ohio HOSA Treasurer.

Plan and coordinate the conference including but not limited to securing a venue, blocking hotel rooms, production and distribution of a conference t-shirt, production and distribution of the state pins, and other conference materials.

Produce competitive events materials and load conference boxes with tests, skill event materials, etc.

Coordinate with the Competitive Events Committee to secure judges, provide orientations, as well as securing other necessary volunteers and scheduling times and locations of competitive events.

Coordinate tabulations and requests for tech support from National HOSA.

Provide National HOSA with all necessary reports and documents per National HOSA deadlines.

Conduct state officer interviews and convene a voting delegate assembly for vote on state officer team.

### **International Leadership Conference**

Monitor conference registration on the National HOSA site, providing invoices and coordinating the collection of payments with the Ohio HOSA Treasurer.

Sponsor a competitive event with help from other state attendees

Attend State Advisor meetings

Coordinate state trading of pins and distribution of noise makers

Submit names to National HOSA for all registrations and recognition awards

Plan State meeting — including training for state officer team.

Meet with the new state officer team for orientation, planning, and setting expectations.

**State Officer Training**

Coordinate and plan state officer training

Prepare the state officer team for the Washington Leadership Academy and their role at the Fall Leadership Conference.

Conduct state officer meetings on a quarterly basis.

**Terms of Employment**

Full time or 30 hours minimum per week

Provide a current BCI background check

Provide proof that you are bonded

**Compensation**

Minimum \$25/hour

Additional compensation commiserate with experience

Subject to annual review by the HOSA Board

**Other Benefits**

Reimbursement for mileage related to HOSA

Registrations for all Ohio and ILC Conferences

Reimbursements for meals, airfare, hotel, and ground transportations related to Ohio and ILC Conferences

**Posting Window—Dec. 15-2017-Jan. 19, 2018****Contact Person—Korin Marsh [korin.marsh@perrylocal.org](mailto:korin.marsh@perrylocal.org)**

**Procedure—** Send letter of intent, resume, and 3 references electronically to Korin Marsh

Applicants will be reviewed and notified of interview status between Jan. 22 and Jan. 31, 2018.

Interviews will be scheduled on the afternoon of February 7, 2018 at the Grandview Public Library in Columbus, OH.